



CITY OF BURLINGTON

City Clerk
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 - (262) 763-3474 fax
www.burlington-wi.gov

**CITY OF BURLINGTON
Common Council Minutes
Jeannie Hefty, Mayor
Diahnn Halbach, City Clerk
Tuesday, May 19, 2020**

1. **Call to Order / Roll Call**

Mayor Jeannie Hefty called the Common Council meeting via Zoom to order at 8:37 p.m. Roll Call: Present - Alderman Susan Kott, Alderman Theresa Meyer, Alderman Bob Grandi, Alderman Ryan Heft, Alderman Steve Rauch, Alderman Jon Schultz, Alderman Tom Preusker, Alderman Todd Bauman. Excused: None

Student Representatives: Present - None. Excused - Thomas Martin (BHS), Peter DeSmidt (CCHS).

Staff present: City Attorney John Bjelajac, City Administrator Carina Walters, Finance Director Steven DeQuaker, Public Works Director Peter Riggs, Fire Chief Alan Babe, Police Chief Mark Anderson, Human Resource Manager Jason Corbin and Building Inspector Gregory Guidry.

2. **Pledge of Allegiance**

3. **Citizen Comments:** None

4. **Chamber of Commerce Representative** - None

5. **Approval of Minutes** - To approve the May 5, 2020 Common Council Meeting Minutes.
Motion: Alderman Grandi. Second: Alderman Heft. With all in favor the motion carried.

6. **Letters and Communications** - None

7. **Reports by Aldermanic Representatives and Department Head**

- Mayor Hefty provided a COVID update from a discussion she had with Robert Miller, President of the Aurora Medical Center Burlington.
- Alderman Preusker inquired about the hiring of seasonal workers for Public Works and the possibility of outsourcing if workers aren't able to be hired sooner. Director Riggs responded that he has been reviewing seasonal worker applications and is confident that they will be fully staffed within 2-3 weeks.
- Alderman Schultz stated that Little League will start in the following week and staff should be sure to communicate with them if restrooms will remain closed throughout the season.
- Alderman Meyer inquired about the flooding issue at Stonegate and wanted to know if anything was being done about it and who ensures the grading standards. Administrator Walters responded that it's within the Developer's Agreement for the engineer to approve the grading. Building Inspector Gregory Guidry also responded that the developer must meet the master plan agreement; however there are also parameters put into place that the homeowner

must meet as well, in which a bond must be taken out to ensure that any landscaping or additional improvements must also meet the master plan agreement.

- Administrator Walters spoke in regard to the Revolving Loan Fund dollars being reallocated to support small businesses; however she has not heard from individuals that needs help but will continue to monitor.
- Alderman Schultz spoke in regard to a conversation with the Wisconsin League of Municipalities in which state finances were discussed and that there is a possibility of budgets being reduced by 15-30% in terms of available revenues. Schultz cautioned that this will affect local budgets and the City should keep this in mind when discussing future projects.
- Director Riggs thanked Chief Babe and fire department personnel for their help in rescuing nine ducklings from a storm sewer on Dodge Street.
- Chief Babe reported that on April 25, 2020 at about 1800 hours the city responded to a second EMS call for a pulseless non-breathing patient from the township. Upon arrival the sheriff department was giving CPR and then EMS staff was able to takeover using the LUCAS device and was able to save the patient.
- Mayor Hefty commented on a recent plane crash near the municipal airport and felt it was handled very well; however, unfortunately, the driver did pass away.

8. **Reports** - To approve Reports 1 - 5 as submitted.

Motion: Alderman Grandi. Second: Alderman Rauch. With all in favor, the motion carried.

9. **Payment of Prepaids and Vouchers** - To approve Prepaids and Vouchers for bills accrued through May 19, 2020 in the total amount of \$871,841.52.

Motion: Alderman Heft. Second: Alderman Kott. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

10. **Licenses** - To approve a "Class A" Retail Liquor License to Daniel and Roberta Robers for Not Your Grandma's Pantry, located at 165 W. Chestnut Street.

Motion: Alderman Rauch. Second: Alderman Meyer. With all in favor, the motion carried.

11. **Appointments and Nominations** - To approve appointments as follows:

- Bridget Hinchliffe to replace Mark McMullen on the PFC, term expiring 5/1/2023
- Peter Hintz to be reappointed to PFC, term expiring 5/1/2025

Motion: Alderman Schultz. Second: Alderman Heft. With all in favor the motion carried.

12. **PUBLIC HEARINGS:** None

13. **RESOLUTIONS:**

- A. **Resolution 5008(4)** - To adopt a Memorandum of Agreement between the City of Burlington and Federal Aviation Administration (FAA).

Motion: Alderman Preusker. Second: Alderman Kott. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

- B. **Resolution 5009(5)** - To approve a Memorandum of Understanding (MOU) with Flight For Life (FFL) to provide the City of Burlington Paramedic Intercept Services.

Motion: Alderman Bauman. Second: Alderman Grandi. With all in favor the motion carried.

- C. **Resolution 5010(6)** - To Terminate and Withdraw from the Wisconsin Service Award Program for the Burlington Rescue Squad, Inc.

Motion: Alderman Kott. Second: Alderman Heft. With all in favor the motion carried.

- D. **Resolution 5011(7)** - To approve an agreement with The Lakota Group for the development and preparation of a Comprehensive Plan for the City of Burlington.

Motion: Alderman Meyer. Second: Alderman Rauch. Roll Call Vote: Aye - 8. Nay - 0. The motion carried.

14. **ORDINANCES:**

- A. **Ordinance 2059(2)** - To amend Section 187-7(F)(1), Classes of Licenses and Fees, to authorize the City Clerk as a designated municipal official to issue Operator's Licenses.

Motion: Alderman Grandi. Second: Alderman Preusker. With all in favor the motion carried.

15. **MOTIONS:**

- A. **Motion 20-968** - To Ratify, Approve and Adopt an Emergency Declaration by the City of Burlington for a Personal Protective Equipment (PPE) Decontamination Services Agreement with Battelle Memorial Institute.

Motion: Alderman Heft. Second: Alderman Kott. With all in favor the motion carried.

16. **ADJOURNMENT**

Motion: Alderman Rauch. Second: Alderman Heft. With all in favor the motion carried and the meeting was adjourned at 9:03 p.m.

Minutes respectfully submitted by:

Diahnn C. Halbach
City Clerk
City of Burlington